

Minutes

Tempe Fire and Police Public Safety Personnel Retirement System Boards Joint Meeting September 7, 2017

Minutes of the Tempe Fire and Police Public Safety Personnel Retirement System (PSPRS) Boards joint meeting, held on Thursday, September 7, 2017, 2:00 p.m., Tempe City Hall, third floor conference room, 31 E. 5th Street, Tempe, Arizona.

Board Members Present:

Steven Methvin
Rob Ferraro (2:04 p.m.)
James Foley
Bill Goodman
Don Jongewaard
Alex Moreno

Board Members Absent:

Mike Scheidt

City Staff Present:

Renie Broderick, Internal Services Director
Chris Hansen, Risk Manager
Wendy Messina, HR Program Coordinator
Susan Buck, Executive Assistant

Legal Counsel Present:

Cynthia Kelley

Chair Steven Methvin called the meeting to order at 2:02 p.m.

ITEM I – Consideration of Meeting Minutes:

Motion by James Foley to approve the August 3, 2017 Fire & Police PSPRS Boards Joint Meeting Minutes; second by Bill Goodman. Motion passed on a voice vote 5-0.

ITEM II – Public Appearances:

There were no public appearances.

ITEM III – Motion to Adjourn to Executive Session:

This item taken out of order. See Page 3.

ITEM IV – PSPRS Updates:

Local Board Secretary Renie Broderick stated that staff previously forwarded informational emails received from PSPRS to the Board and that information was also included in today's meeting packet, as follows:

- 8/9/17 Legislative Update Webinar
- 7/28/17 Notice of Financial Wellness & Benefits Events
- 7/27/17 Notice of Upcoming Training

There was no further discussion on this item.

ITEM V – Update on Hall-Parker Refunds

Wendy Messina, HR Program Coordinator, stated that the refund process is completed and checks have been sent out. Ms. Messina noted that a total of 376 active members, or about 16%, deferred. The Board generally discussed the refund process. Boardmember Rob Ferraro joined the meeting at 2:04 p.m.

ITEM VI – Board Legal Counsel Contract

Ms. Broderick stated that the current legal counsel contract with Ryan, Rapp and Underwood expires in September 2017. The City's Procurement ordinance allows for a 90-day grace period to extend the contract for three months. Staff is looking for direction from the Board to proceed with one of the following options: 1) secure quotes and award a new contract; or 2) ask Procurement prepare a Request for Proposals (RFP). Ms. Broderick stated the Procurement code requires competitive quotes for expenditures over \$5,000 and noted that the spend for this contract is just over that limit. Ms. Broderick noted that staff surveyed other local boards and provided the Board with a reference list showing which law firms are used by those boards. The Board generally discussed the Procurement options available. Chair Steven Methvin requested that staff provide a copy of the current contract for the Board's review at the October meeting, along with a written memo stating the available options. Boardmember Rob Ferraro asked staff to also provide the total spend for the life of the existing contract with Ryan, Rapp & Underwood.

ITEM VII – Update on Independent Medical Exam (IME) Process Review:

As requested by the Police Board at their August 16, 2017 meeting, Ms. Broderick noted that staff surveyed other local boards for information on their IME process, specifically who schedule the IMEs and how they determine what doctor to use for the IME. Staff distributed a handout with the survey results to the Board and Ms. Broderick noted that Tempe appears to be the only valley entity that has board members involved in the IME scheduling process; most of the other local boards appear to use medical consultant networks. Ms. Broderick observed that one option available is to do an RFP for that type of medical consultant network. Board Legal Counsel Cynthia Kelley stated that the Mesa local boards put together a list of doctors with the help of legal counsel and after consultation with other local boards. The Board generally discussed the IME process. Ms. Kelley provided an overview of the City of Phoenix IME process. Ms. Broderick stated that staff is still collecting information and is looking for direction from the Board. Chair Methvin requested that staff provide more detailed information on the IME process of the other local boards surveyed.

ITEM VIII - Review Local Board Procedures

Ms. Broderick stated that the Board packet includes a "track changes" version of the Tempe Local Board Procedures that highlights where the procedures differ from the November 2016 Revised State Model Procedures. Ms. Broderick noted that staff worked with the Board's Legal Counsel, Cynthia Kelley on the procedure review and Ms. Kelley's comments are included in the "track changes". Ms. Broderick read through each highlighted item for the Board's information and the Board generally discussed the procedures, with specific comments as follows:

- Section C.5.d. (under *Meetings, Minutes and Decisions*) – The Board consensus was to leave the existing wording as is, which effectively requires that every vote taken when there are only 3 of 5 members present must be unanimous (a 2-1 vote will not carry).
- Section F.4., *Mental Examinations* – The Board requested that Ms. Broderick revise the wording to indicate that Mental Examinations will require a two-step process. Applicants will first be sent for an Independent Psychological Exam (IPE) conducted by a psychologist, followed by an Independent Medical Exam (IME) conducted by a psychiatrist (medical doctor). Only the psychiatrist performing the IME will be required to complete the P5-LB questionnaire form.
- Section G.2.C. (under *Accidental and Ordinary Disability Benefits Pursuant to ARS 38-844[E]*) – Ms. Broderick noted that this section was added by staff based on prior direction from the Board in order to memorialize a process for the annual review of members receiving disability benefits.

ITEM VIII - Future Agenda Items

- Board Legal Counsel Contract
- IME Process
- Local Board Procedures
- 2018 Meeting and Deadline Schedule

ITEM III – Motion to Adjourn to Executive Session (this item taken out of order):

Motion by Rob Ferraro to adjourn to Executive Session; second by Alex Moreno. Motion passed on a voice vote 6-0. The Board adjourned to Executive Session at 2:46 p.m. The Board reconvened at 2:53 p.m.

Adjournment

Motion to adjourn by Don Jongewaard; second by Bill Goodman. Motion passed on a voice vote 6-0. The meeting adjourned at 2:53 p.m.



Renie Broderick
Local Board Secretary